



CITY OF SEATTLE DEPARTMENT OF NEIGHBORHOODS

Neighborhood Matching Fund Program

2011 Large Projects Fund Letter of Intent

FOR INTERNAL USE ONLY

Project #:

Date Received:

PROJECT INFORMATION

Project name:

Project address or location:

Briefly describe the project:

Project district (check one):

- ☐ Ballard ☐ Delridge ☐ East ☐ Lake Union ☐ North ☐ Northwest ☐ Southwest
☐ Central ☐ Downtown ☐ Greater Duwamish ☐ Magnolia / Queen Anne ☐ Northeast ☐ Southeast

For a map of the districts [click here](#).

APPLICANT CONTACT INFORMATION

All NMF correspondence will be mailed to the contact person.

Applicant group:

Project contact person:

Mailing address:

Zip code:

Day/Work phone:

Evening/Home phone:

Home email address:

PROJECT FUNDING REQUEST

TOTAL request from the City (up to \$100,000):

\$

TOTAL value of neighborhood match:

\$

SUPPLEMENTAL INFORMATION

For physical improvement or capital projects, who is the property owner?

Does your group have a current NMF project under contract? ☐ Yes ☐ No

If yes, what is the project name?

NMF PROJECT MANAGER ASSISTANCE

Did you work with a NMF Project Manager? ☐ Yes ☐ No

If yes, provide the name of the NMF Project Manager who assisted you with your application:

NOTE: Prior to submitting an application, groups are encouraged to work with a project manager. A project manager can help applicants develop a more competitive proposal and will review a draft application before the deadline.

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, and that any funds received as a result of the application will be used only for purposes set forth herein.

Name (print):

Signature:

☐ Check here if submitting application electronically, in which case a physical signature is not required.

Address/Zip:

Day Phone:

PROPOSAL NARRATIVE Add additional pages as needed.

PROPOSED IDEA

NEED AND PROJECT DESCRIPTION: The purpose of all Neighborhood Matching Fund (NMF) projects is to create stronger, more connected neighborhoods and communities. Explain **what you will do, how it will benefit the broader community** and **why you want to do this project.**

WORKPLAN: In addition to the project description in the other applications, use this table (or another document formatted in the same way) to list the **step-by-step activities** of your project. Identify who will be responsible for carrying out each step or activity. Estimate the month and year each step will be completed.

[illegible]

PROPOSAL NARRATIVE cont'd**NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING**

NMF projects build community by intentionally bringing people together. We want to know who is involved in the project, now and during project implementation. Projects should involve as many diverse groups and individuals as possible and should reflect the demographics of your community, including youth, seniors, immigrants and refugees, renters, homeowners, business organizations, GLBT groups, etc. Talk about **what you have done so far** to build awareness about your project, **with whom you have been working**, and **who else will be involved** in your project.

PROPOSAL NARRATIVE cont'd

OUTCOMES

A successful project will have a vision for success and be driven by achievable outcomes. Talk about **how**, after your project is completed, **your community will be positively changed**.

OTHER INFORMATION

Please share any additional information we should know about your project.

BUDGET

COMMUNITY MATCH

Community Match (volunteer labor, in-kind services, donated materials/supplies, cash)	Community Will Provide
Volunteer labor*	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
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<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
<input type="checkbox"/> cash <input type="checkbox"/> in-kind	\$
Grand Total	\$

*Count volunteer labor at \$20/hour. Count in-kind professional services at their customary rates, up to a maximum of \$75/hour.

LETTER OF INTENT CHECKLIST

- ☐ Review NMF guidelines.
- ☐ Complete cover page.
- ☐ Complete Letter of Intent narrative.
- ☐ Complete budget worksheet.

Letter of Intent Information

IF SUBMITTING ELECTRONICALLY,
FOLLOW THESE INSTRUCTIONS:

- Must have an active email account opened in order to submit the application electronically.
- Check the "submitted electronically" signature box on the cover page. A hand signature is not required if the application is submitted electronically.
- **Save the document** before attaching the application to an electronic mail message. (If you do not save your document, a blank form will be submitted.)
- Send application as an attachment to an email message. Include as the subject line **NMF Submission: Large Project Fund Letter of Intent**. A confirmation will be emailed upon receipt of the application.

IF SUBMITTING IN PERSON OR BY MAIL,
FOLLOW THESE INSTRUCTIONS:

- Do not exceed 7 pages total for the cover page, proposal narrative, workplan, volunteer pledges and budget sections.
- Print all materials on one side only.
- Do not bind or enclose application materials in folders.

BRING your application to: Department of Neighborhoods
700 5th Avenue, 17th Floor
Seattle, WA 98104

or

Neighborhood Service Centers

MAIL your application to: PO Box 94649
Seattle, WA 98124-4649

Deadlines

Letters of Intent for Large Projects Fund must be received by **5pm, Monday, February 14, 2011**. Late LOIs will not be accepted.

Applicants eligible to submit a Large Projects Fund proposal will be contacted by NMF staff, at which time application materials will be distributed. The application deadline is on **Monday, April 11, 2011**.

Questions?

For more information about the Neighborhood Matching Fund program, please contact us or visit our website.

PHONE: (206) 233-0093

EMAIL: NMFund@seattle.gov

WEBSITE: <http://seattle.gov/neighborhoods/nmf/>